



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Deputy Clerk FY17-27

DEPARTMENT: Clerk of Superior Court

ENTRY SALARY: \$12.20 per hour, plus benefits

PAYGRADE: 9

REQUIREMENTS: Perform a variety of routine clerical and administrative tasks to support the operations of the legal activities completed by the office. Receives and responds to inquires, processes and files records, receipts fees and fines, mails documents, and provides assistance to attorneys, the general public and other agency representatives. ***Must be at least 21 years of age.*** **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or equivalent with some technical school training in office management or secretarial science and a minimum of one year of office experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be bondable.

DEADLINE FOR APPLICATIONS: 5:00 PM – September 15, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 09/01/2016